

JCCAC is a self-financed charity and a subsidiary of Hong Kong Baptist University. It is a vibrant multidisciplinary artist village and arts centre located in an award-winning architectural conversion from the former Shek Kip Mei Factory Estate. It provides 140 studio units for artists and cultural organisations plus various venue facilities for performance and exhibition. JCCAC now invites applications for the following position:

Operations Manager (JCCAC002/18-19)

Duties

The appointee will lead the Operations Team to:

- (a) assist the Executive Director in providing secretarial support to the Governing Board, Tenancy Committee, Tender Board and other committees and working groups;
- (b) provide accounting, office administrative and personnel-related services;
- (c) manage studio rental and tenancy matters;
- (d) liaise with tenants, the Government and various stakeholders;
- (e) liaise with contractors and outsourced facility management service providers; and
- (f) perform other duties assigned by the Executive Director or the governing and management bodies.

Qualifications and Requirements

Applicants should possess a tertiary qualification with at least five years of relevant work/supervisory experience. Knowledge in business administration for cultural organisations will be a definite advantage. Excellent skills in English and Chinese are essential. The candidate should also have excellent problem-solving, interpersonal and multitasking skills, be well organised, proactive, self-motivated and service-oriented, and can work well both independently and as a good team player. Shift duty (e.g. working irregular hours and on weekends/public holidays) may occasionally be required on need basis.

Shortlisted candidates will be invited to sit for a written test.

Appointment Terms

The appointee will initially be offered a fixed-term contract of two years, renewable thereafter subject to mutual agreement. A competitive remuneration package commensurate with qualifications and experience will be offered to the right candidate.

Application Procedure

Applicants should submit a completed application form (downloadable from www.jccac.org.hk), together with a cover letter, by email to lillianh@hkbu.edu.hk. All applications will be treated in strict confidence. For enquiries, please call JCCAC at tel: 2353-1311.

Closing date: 23 March 2019